BUS 212
HUMAN RESOURCE MANAGEMENT

Doane College - Grand Island
Autumn Term, 2014 (3 credit hours)

Class Location: Grand Island College Park
Class Day/Times: Mondays, 6:00-10:30pm
Class Meeting Dates: August 18 – October 18, 2014 (meeting in person for 6 classes)

- August 18 – Session 1
- August 25 – Session 2
- September 1 – NO CLASS
- September 8 – Session 3
- September 15 – Session 4
- September 22 – Session 5
- September 29 – Session 6 (online)
- September 6 – Session 7

Instructor: Angela Reynolds, MBA
Phone: 308-398-7326
Email: angela.reynolds@doane.edu

Course Description:
An introduction to the organization of human resources in business organizations. This course presents human resource issues in a manner relevant to all students and emphasizes practical applications of managers and supervisors in various organizations. Topics include human resource environments, securing human resources, rewarding and developing human resources, and evaluating the human resource function.

Required Text:
ISBN-10: 0133043541

Course Learning Objectives:
1. Develop understanding of the principles and practices related to human resource management.
2. Understand recruiting, election, and employee orientation and managing diversity in the workplace.
3. Understand issues relating to employee training and the concept of employee performance appraisal and be familiar with strategies to measure performance.
4. Develop understanding of the use of direct and indirect compensation to attract and retain employees.
5. Become familiar with issues related to employee movement, including separations and downsizing.
Course Learning Strategies to Achieve Objectives:
1) Class Lecture
2) Potential guest speakers
3) Group discussion
4) Written assignments
5) Presentations

Course Requirements:

Current Article: Students will find a current HR article, write a short paper on it, and present a verbal summary in class. Information will be provided in session 1 and due session 2.

Informational Interview: Students will conduct an informational interview on a professional that can assist them in understanding the world of work as a Human Resource professional. Information will be provided in session 2 and due session 6.

Reflection: Students will write a short paper reflecting on what they have learned/taken away from the course to date. This will be due during session 5.

Group Presentation: Students will be assigned to groups (3-4 students) and select a topic from the course readings to present to the class. This presentation must be at least 30 minutes in length and groups will be required to have an activity for the class as well as use visuals in the presentation. Topics must be approved by instructor and declared by the second session. Prep time will be given during class. Presentations will be given during the final session of the class, attendance is mandatory on this day.

Class Activities: We will have class/homework activities each session to apply the topics covered in text readings. Points for these can only be earned if in class, no make-up work can be done to earn these points.

Final Project/Take Home Exam: Students will be given a final project and exam to complete at home. Information will be provided in session 6 and due in session 7.

Grading Criteria:
This course is designed for hands on learning and participation in class and group activities. Grades will be calculated based upon the percent of points earned out of the total possible points. The following percentages will apply:

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>450-500</td>
<td>A</td>
</tr>
<tr>
<td>400-449</td>
<td>B</td>
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<td>350-399</td>
<td>C</td>
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<td>300-349</td>
<td>D</td>
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<tr>
<td>Below 300</td>
<td>F</td>
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### BUS 212
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**Class Points:**
- Current Article: 25
- Class/homework Activities (6 x 10pts): 60
- Reflection on Class: 15
- Informational Interview: 100
- Group Presentation: 100
- Final Project: 100
- Take Home Exam: 100

**Total 500 points**

**Academic Integrity:**
The Doane College Academic Integrity Policy will be adhered to in this class. All projects and tests must represent your own work. Any use of others ideas and words without proper citation of sources is plagiarism and will result in penalties to be determined by the instructor and/or the Dean of Undergraduate Studies.

**Attendance and Participation Policy:**
Timely attendance for each class is essential. Students are expected to attend all class sessions. The only officially valid absences are absences due to illness, scheduled travel or absences due to college or work sponsored trips or activities beyond the student’s control. When absence is unavoidable, students should arrange in advance (at least 24 hour notice) with the instructor for the completion of all work missed, if allowed.

Excessive absences or tardiness may jeopardize the student’s academic standing. Degree Completion students who have missed more than two class meetings normally receive an “F” unless they are formally withdrawn.

Students are expected to complete assigned readings and activities prior to class and be prepared to engage in the evening’s activities. Participation is a requirement of this course. Participation includes active involvement in class and in small group discussion and activities.

**Late Work:**
Late work should be avoided. However, it will be accepted up to 5 days past the due date. Each day it is late will be -10 points.

**Email Procedure:**
All assignments and communication must be submitted using your doane.edu email address.

**Cell Phones:**
Unless expecting an emergency, cell phones should not be used during class. They may be used during breaks. If the instructor notices use of cell phones by a student, they will lose points for that day’s class activities without notice.